

# TOWNSHIP BULLETIN

## AND UNIFORM COMPLIANCE GUIDELINES ISSUED BY STATE BOARD OF ACCOUNTS

---

Vol. No. 262, Page 1

August 2003

---

### ITEMS TO REMEMBER

Per Volume 261, June 2003 Township Bulletin and Uniform Compliance Guidelines, August 31 is the last date for the first publication of a township budget (10 days prior to the public hearing) (IC 6-1.1-17-3).

### SEPTEMBER

- September 1: Legal Holiday - Labor Day (IC 1-1-9-1)
- September 7: Last date for second publication of Township Budgets (3 days before the public hearing). (IC 5-3-1-2)
- September 10: Last date for public hearing on proposed budget (at least 10 days prior to the adoption of the budget). Ten (10) or more taxpayers may object to a budget, tax rate, or tax levy by filing an objection petition with the proper officers of the political subdivision not more than seven (7) days after the hearing. (IC 6-1.1-17-5)
- September 19: Last date to file appeals for an excessive tax levy. (IC 6-1.1-18.5-12)
- September 20: Last date for meeting of Township Board to make appropriations for 2004 and to fix tax levies. (IC 6-1.1-17-5)
- September 22: Meeting of County Board of Tax Adjustment. (IC 6-1.1-29-4) Each County Board of Tax Adjustment, if applicable, shall hold its first meeting of each year on September 22nd or on the first business day after September 22nd if September 22nd is not a business day.
- September: All local investment officers shall reconcile at least monthly the balance of public funds as disclosed by the records of the local officers, with the balance statements provided by the respective depositories. (IC 5-13-6-1)
- NOTE: The Township Board should set the salaries of township officials and employees except assessing officials and employees, in conjunction with the preparation and completion of the township budget. (Use Township Form 17)

### OCTOBER

- October 1: On or before this date all duties of the County Board of Tax Adjustment must be completed, except for a consolidated city or county. (IC 6-1.1-17-9)
- October 13: Legal Holiday - Columbus Day (IC 1-1-9-1)

**TOWNSHIP BULLETIN  
and Uniform Compliance Guidelines**

**Vol. 262 Page 2**

**August 2003**

ITEMS TO REMEMBER  
(Continued)

- October 15: Last day to make pension report and payment for third quarter by townships participating in PERF.
- October 31: Last day to file quarterly report for third quarter to Internal Revenue Service.
- October: All local investment officers shall reconcile at least monthly the balance of public funds as disclosed by the records of the local officers, with the balance statements provided by the respective depositories. (IC 5-13-6-1)

**NOVEMBER**

- November 4: Legal Holiday - Election Day (IC 1-1-9-1)
- November 11: Legal Holiday - Veterans= Day (IC 1-1-9-1)
- November 27: Legal Holiday - Thanksgiving Day (IC 1-1-9-1)
- November 30: On or before June 1 and December 1 of each year (or more frequently if the County Legislative Body adopts an ordinance requiring additional certifications) the Trustee shall certify a list of the names and addresses of each person who has money due from the township to the County Treasurer. (IC 6-1.1-22-14)
- November: All local investment officers shall reconcile at least monthly the balance of public funds as disclosed by the records of the local officers, with the balance statements provided by the respective depositories. (IC 5-13-6-1)

**TOWNSHIP BULLETIN**  
**and Uniform Compliance Guidelines**

Vol. 262, Page 3

August 2003

**TRUSTEE COMPENSATION**

IC 36-6-4-3 concerning a township trustee's responsibilities and duties states, "The executive shall do the following:

- (1) Keep a written record of official proceedings.
- (2) Manage all township property interests.
- (3) Keep township records open for public inspection.
- (4) Attend all meetings of the township legislative body.
- (5) Receive and pay out township funds.
- (6) Examine and settle all accounts and demands chargeable against the township.
- (7) Administer poor relief under IC 12-20 and IC 12-30-4.
- (8) Perform the duties of fence viewer under IC 32-26.
- (9) Act as township assessor when required by IC 36-6-5.
- (10) Provide and maintain cemeteries under IC 23-14.
- (11) Provide fire protection under IC 36-8.
- (12) File an annual personnel report under IC 5-11-13.
- (13) Provide and maintain township parks and community centers under IC 36-10.
- (14) Destroy detrimental plants, noxious weeds, and rank vegetation under IC 15-3-4.
- (15) Provide insulin to the poor under IC 12-20-16.
- (16) Perform other duties prescribed by statute."

IC 36-6-6-10 concerning compensation of officers and employees states in part, "(b) **The township legislative body shall fix the:**

- (1) **salaries;**
  - (2) wages;
  - (3) rates of hourly pay; and
  - (4) remuneration other than statutory allowances; **of all officers** and employees of the township...
- (d) Except as provided in subsection (e), the township legislative body may not alter the salaries of elected or appointed officers during the fiscal year for which they are fixed, but it may add or eliminate any other position and change the salary of any other employee, if the necessary funds and appropriations are available...
- (e) In a township that does not elect a township assessor under IC 36-6-5-1, the township legislative body may appropriate available township funds to supplement the salaries of elected or appointed officers to compensate them for performing assessing duties. However, in any calendar year no officer or employee may receive a salary and additional salary supplements which exceed the salary fixed for that officer or employee under subsection (b)." Our Emphasis

We are not aware of any statutory provisions which would allow a trustee to circumvent a township board's authority to "fix the salaries" of a trustee by "contracting with themselves" to provide cemetery care, paying themselves from poor relief, etc. Therefore, the State Board of Accounts is of the audit position that (with the exception provided for assessing) compensation provided by a township board in accordance with IC 36-6-6-10 is all inclusive for duties performed by a trustee.

**TOWNSHIP BULLETIN  
and Uniform Compliance Guidelines**

**Vol. 262, Page 4**

**August 2003**

**GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) STATEMENT 34**

Governmental Accounting Standards Board (GASB) Statement 34 results in changes in financial reporting requirements for certain townships listed on page 5. GASB 34 reemphasizes the role of the management of the townships listed in determining the content of their financial statements. Applicable aspects of GASB 34 will be incorporated into audit reports effective beginning in the fall of 2003 by the State Board of Accounts.

Minimum required reporting for those townships includes basic financial statements including government wide financial statements (governmental and proprietary funds), notes to the financial statements and major fund financial statements. The Township Fund is always considered a major fund. The Fire Debt, Firefighting, Poor Relief Fund, Building or Remodeling and Fire Equipment Fund (Cumulative Fire), as well as any other funds necessary, will be included as major funds in the financial statements at the time of audit. Additional funds could be included as major funds (but is not required) if desired by those townships. Those townships would then be required to detail and compile the information in a timely manner as mentioned below.

GASB 34 includes certain items under the caption Required Supplementary Information (RSI) such as management discussion and analysis, within certain restrictions and parameters, a comparison schedule of budget to actual disbursements, etc. However, an explanatory paragraph in the auditors report may be included in lieu of these items. The explanatory paragraph will not be a qualification of the opinion.

A comparison schedule of budget to actual disbursements, general and each major special revenue fund, could be included if desired by these townships. These townships would then be required to detail and compile the information in a timely manner as mentioned below.

Additionally, concerning the management discussion and analysis, these townships again would then be required to detail and compile the information covering, and limited to, the eight requirements as outlined in paragraph 11 of GASB 34 in a timely manner as mentioned below.

Please call the State Board of Accounts at 317-232-2520 if one of the townships listed on page 5 wishes to devote time, personnel and resources to prepare additional information for the report. We will then provide you with the steps and procedures that would be required to be completed by those townships. RSI mentioned above could be included if you desire (but is not required), but for facilitating compilation, you would need to communicate to us immediately for any audits during the current year and by January 1 each year hereafter.

We have discussed general provisions of GASB 34 at township training meetings and we plan to continue the dialogue at future meetings.

**Please remember the information above only applies to townships listed on page 5.**

**TOWNSHIP BULLETIN**  
**and Uniform Compliance Guidelines**

**Vol. 262, Page 5**

**August 2003**

<u>COUNTY</u>	<u>TOWNSHIP</u>
Allen	St. Joseph Wayne
Clark	Jeffersonville
Delaware	Center
Elkhart	Concord
Hamilton	Clay
Lake	Calumet North St. John
Madison	Anderson
Marion	Center Franklin Lawrence Perry Pike Warren Washington Wayne
St. Joseph	Penn Portage
Tippecanoe	Wabash
Vanderburgh	Knight
Vigo	Harrison

**TOWNSHIP BULLETIN  
and Uniform Compliance Guidelines**

Vol. 262, Page 6

August 2003

**QUARTERLY POOR RELIEF REPORT OF ACTUAL AND ESTIMATED RECEIPTS  
AND DISBURSEMENTS, PR-8 - OBSOLETE**

IC 12-20-21-4 was amended by Public Law 262, effective July 1, 2003, to eliminate the requirement to file poor relief quarterly reports, Form PR-8. Therefore Quarterly Poor Relief Report of Actual and Estimated Receipts and Disbursements, PR-8 is obsolete effective July 1, 2003.

**STATE BOARD OF ACCOUNTS CALLED MEETING**

Once again the State Board of Accounts anticipates (in accordance with IC 5-11-14-1) calling a meeting of all Township Trustees in conjunction with the Township Convention November 19th through November 22, 2003 in Indianapolis. Many items pertaining to our audits of townships will be discussed at our meeting on Wednesday, November 19, 2003. Please make plans to attend the meeting and the Township Convention.

**Please note the day change to Wednesday.** The Indiana Township Association has again requested we maintain the State Board of Accounts meeting date as Wednesday, November 19, 2003.

**Also, please note the location change.** The Indiana Township Association will again provide for arrangements of the meeting location at Union Station, downtown.

We have allowed individuals to pick up Annual Report packages for other townships at prior meetings. The packet also includes the revised pages for the Accounting and Uniform Compliance Guidelines Manual for Townships and the November 2003 Township Bulletin and Uniform Compliance Guidelines. However, several situations have arisen resulting in the townships for whom the packages were picked up not receiving the information. Therefore, a letter such as the following will be required for anyone to pick up your packet at the November 2003 meeting. All other packages will be mailed to the address we currently have on file for each township by the middle of December. The packet also includes a large envelope with the U S Bureau of the Census return address. **Please do not throw away.** Please mail the completed Annual Report in the envelope provided to the U S Bureau of the Census.

To: State Board of Accounts

From: \_\_\_\_\_ Township, \_\_\_\_\_ County

Re: 2003 Annual Report Package

Date: \_\_\_\_\_, 2003

Dear Sirs:

\_\_\_\_\_ has my permission to pick up the 2003 Annual Report package for me at the annual meeting for Township Trustees.

\_\_\_\_\_  
Township Trustee